



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (REIN)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER

1400
Admin
14 Jun 04

COMPANY POLICY LETTER 16-04

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: **MERITORIOUS/REGULAR PROMOTIONS**

Ref: (a) MCO 1400.32
(b) GruO 1420.1

Encl: (1) Sample Format for Letter of Recommendation
(2) Nomination Worksheet
(3) Meritorious Promotion Score/Data Sheet
(4) Personnel Uniform Inspection Sheets
(5) Drill Cards

1. Purpose. Per the references, to establish policy and promulgate procedures for the processing of recommendations for meritorious promotion and to establish standardized board events/procedures within the Company.

2. Background.

a. Meritorious promotions are intended for exceptionally well-qualified Marines, whose outstanding leadership and overall performance are superior to that of their contemporaries.

b. Meritorious promotions are an important incentive and a means of individual recognition, but they will not be used as rewards or when a personal commendation or award is appropriate. This particular program is designed to foster camaraderie, esprit de corps and enhance the morale of enlisted Marines within Engineer Company "B".

c. Quarterly, based on a percentage of on hand strength, Commanding Generals are authorized to meritoriously promote specified numbers of personnel. When assigned meritorious promotion allocations, this company will only nominate deserving personnel who are well qualified to discharge the responsibilities and duties of the next higher grade in a credible and satisfactory manner.

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d. The Company Commander/Inspector-Instructor (I-I) has the sole authority for all meritorious promotion recommendations being forwarded to higher headquarters.

e. The company will determine their nominees based on a standardized evaluation process.

f. Annually, meritorious promotion allocations to the rank of staff sergeant and gunnery sergeant are authorized for the operating forces and Marine Corps Reserve Units. Higher headquarters (MAFORES) will publish guidance and procedures for these meritorious allocations.

4. Evaluation Process. Platoon commanders, are authorized to conduct their own screening boards to determine nominees. However, to ensure that only the most deserving personnel are selected for meritorious promotions, a thorough and standardized screening process will be conducted. Enclosure (3) will be used to record each nominee's scores. At a minimum, the following events must be completed:

a. Physical Fitness Test. A Physical Fitness Test (PFT) will be conducted. The company First Sergeant/Senior Enlisted must approve any request for an exemption/waiver of participation in this event.

b. Personnel Inspection with T/O Weapon. A personnel inspection with T/O weapon will be conducted. The designated uniform is the combat utility uniform. Enclosure (4) will be used to grade this event.

c. Personnel Inspection (Service Uniform). A personnel inspection wearing a designated service uniform will also be conducted. The prescribed uniform may vary but will normally be the Service "C" uniform with ribbons. Enclosure (4) will be used to grade this event.

d. Close Order Drill (NCOs only). Nominees will receive an evaluation on Close Order Drill (COD). Enclosure (5) will be used for this event.

e. Question and Answer (Q&A). A Question and Answer (Q&A) session will be conducted during the screening process. SNCOs from within the respective unit will be assigned to ask all nominees a series of questions covering Marine Corps-related subjects and Military Occupational Specialty (MOS)-related questions will asked.

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5. Screening Board. The unit screening board will meet at a time, date and location as determined by the Senior Member of the Board.

a. The Screening Board will consist of the following personnel:

(1) Senior Member = First Sergeant/Senior Enlisted or designated representative.

(2) Board Members = Staff Noncommissioned Officers from within the respective unit.

b. Screening Board Members will:

(1) Review each nominee's package (Pertinent SRB pages, Meritorious Promotion Data/Score Sheet, Nomination Worksheet, etc.)

(2) Conduct screening in a manner deemed appropriate by the Senior Member of the screening board.

6. Criteria. Nominees are required to meet the basic prerequisites as outlined in reference (a). Nominees must also meet the following additional criteria:

a. For meritorious/regular promotion to Sergeant, Marines must have:

(1) At least 18 months time in service (waived for meritorious promotion).

(2) Complete the following MCIs: Fundamentals of Marine Corps Leadership, Counseling for Marines, Terrorism awareness for Marines, Military Operations in Urban Terrain, Land navigation, Math for Marines, and Personal financial management.

(3) Completed or at least be enrolled in the 7000/8000/8010/SGTDEP series MCI prior to the convening date of the screening board.

(4) Photographs are required per reference (b).

(5) Completed two books annually from the professional reading list.

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b. For meritorious/regular promotion to Corporal, Marines must have:

(1) At least 6 months time in service (waived for meritorious promotion).

(2) Completed the following MCIs: Fundamentals of Marine Corps Leadership, Counseling for Marines, Terrorism awareness for Marines, Land navigation, Math for Marines and Personal financial management.

(3) Completed two books annually from the professional reading list.

c. For meritorious/regular promotion to Private First Class and Lance Corporal:

(1) There are no time in service or time in grade limitations for meritorious promotion to Private First Class and Lance Corporal.

(2) Completed the following MCIs: Fundamentals of Marine Corps Leadership, Terrorism awareness for Marines, and Personal financial management.

(3) Completed one book annually from the professional reading list.

(4) Screening boards may be waived for meritorious promotion to Private First Class and Lance Corporal.

d. For meritorious promotion to any rank, each nominee must have:

(1) Demonstrated the "whole Marine" concept by displaying exceptional leadership and professional/technical competence.

(2) Completed the Fundamentals of Marine Corps Leadership and Personal Finance MCIs.

(3) No Non-Judicial Punishments, adverse page 11s/6105 entries during the preceding six months prior to the convening date of the Screening Board.

(4) No convictions by courts-martial.

(5) Attained a passing score on the Battle Skills Training Test (BST/EST) during the preceding 12 months prior to the convening date of the Screening Board.

(6) Have a first class score on the Physical Fitness Test (PFT) during the current semi-annual period.

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(7) NCOs must be enrolled in or have completed the respective Non-Resident PME Course/Series MCI (7000/8000/8010/SGTDEP).

(8) *Although not a requirement*, it is highly encouraged for corporals to have completed a resident Corporals Course.

7. Nominations. Once the meritorious promotion allocations are assigned and the units have conducted their respective screening boards, they will submit their nomination packages to the Battalion Sergeant Major. A complete nomination package consists of the following documents and must be arranged in the following order:

- a. Letter of Recommendation
- b. Nomination Worksheet
- c. Meritorious promotion Score/Data Sheet (Complete Header Info and Part I)
- d. SRB pages (3,11,12)
- e. Basic Individual Record (BIR)
- f. Basic Training Record (BTR)
- g. Record of Service (ROS)

8. Recognition. The months in which quarterly meritorious submissions are due and effected are:

a. Package Submissions:

Package due at Bn NLT 1st day of the month prior to the month of promotion. Therefore, the following should be used as a guideline for board and package considerations:

<u>Board</u>	<u>Promo Date</u>	<u>Pkg to Bn</u>	<u>Unit Brd/Nom's Due</u>
Sgt	2 Feb	1 Jan	Dec Drill/COB Nov Drill
	2 May	1 Apr	Mar Drill/COB Feb Drill
	2 Aug	1 Jul	Jun Drill/COB May Drill
	2 Nov	1 Oct	Sep Drill/COB Aug Drill
Cpl&	2 Mar	1 Feb	Jan Drill/COB Dec Drill
LCpl	2 Jun	1 May	Apr Drill/COB Mar Drill
	2 Sep	1 Aug	Jun Drill/COB May Drill
	2 Dec	1 Nov	Oct Drill/COB Sep Drill

Remember: Promotion authority for Sgts, Cpls is CG 4th FSSG, for LCpls is Bn CO.

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b. Marines selected for meritorious promotion will be promoted during a ceremony on the 2nd day of the effective month of promotion.

9. Action

a. Platoon Commanders and Platoon Sergeants

(1) Screen deserving personnel and conduct unit screening boards to nominate qualified Marines to compete for meritorious promotion.

(2) Using the format provided in the enclosures and based on the criteria set forth in paragraphs 6 and 7; complete and submit completed nomination worksheet (encl 2) to the company First Sergeant. Amplifying information is encouraged and may be included in the "Remarks" section and on additional pages if necessary.

(3) Ensure the following actions are accomplished upon notification that a Marine from your respective section is selected for meritorious promotion:

(a) Prepare and ensure appropriate page 11 entries are entered in the SRBs for all board competitors.

(b) In the case of Sergeants and Staff Sergeants who are nominated ensure that appropriate comments are reflected in the individual's next fitness report.

b. First Sergeant

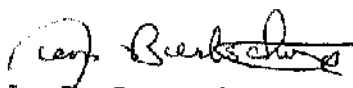
(1) Assign quotas to platoons based on a "fair share" basis.

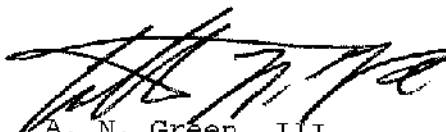
(2) If required, coordinate, schedule and conduct a Screening Board (SRB/Nomination Packages only) in the event a drill is not scheduled during a meritorious promotion period.

(3) Ensure that all meritorious promotion nomination packages are submitted to higher headquarters in a timely manner.

(4) Assign qualified personnel to assist with the various evaluations (e.g. PFT, Personnel Inspections, COD, Q&A, etc.)

(5) Ensure all board members and nominees are briefed on the purpose and procedures of the Meritorious Screening Board.


L. R. Bertschy, II
Commanding Officer


A. N. Green, III
Inspector-Instructor

DISTRIBUTION: A

SAMPLE FORMAT FOR LETTER OF RECOMMENDATION

1420
1/1sSgt
23 Mar 04

From: Commanding Officer/Inspector-Instructor, Engineer Company
B, 6th Engineer Support Battalion, South Bend, IN
To: Commanding General, 4th Force Service Support Group
(Sergeant Major), 4400 Dauphine Street, New Orleans,
LA 70146-5400
Via: Inspector-Instructor, 6th Engineer Support Battalion
(Sergeant Major)
Subj: NOMINATION FOR MERITORIOUS PROMOTION TO THE RANK OF
SERGEANT ICO CORPORAL SMEDLEY D. BUTLER 000 00 0000/3531
USMCR

Ref: (a) Gru0 1420.1

Encl: (1) Photograph
(2) BIR
(3) BTR
(4) Page 3
(5) Page 11
(6) Page 12

1. Per the reference, I nominate Corporal Smedley D. Butler
000 00 0000/3531 USMCR for meritorious promotion to the grade of
Sergeant. The following is submitted.

- a. Height/Weight: 74/205
- b. Date of last PFT: 20020622 Score: 253 Class: 1st
- c. Rifle Score: 29 Date: 010801 Class: MM
- d. BST/EST Score: 34
- e. Average Proficiency Mark (in service) 4.6
- f. Average Conduct Mark (in service) 4.6
- g. Time in Grade: Yr 3 / Mo 10
- h. Time in Service: Yr 5 / Mo 2
- i. Command Recruiting (number of referrals): None
- j. Sergeants Non-Residents Course (011227), Fund MC leadership
(000517), and Personal Finance MCI (000516).
- k. Awards/Commendations in grade: Army Achievement Medal, SMCRM,
Presidential Unit Citation, Certificate of Appreciation(2),
Letter of Appreciation(5), Certificate of Commendation(2)and
Meritorious Mast.
- l. Unit RUC: 22325
- m. MOS related; additional MCI's and off duty education courses
(list): INCID MT VEH OPR (000516)
- n. Professional reading completed (list): Marine A Guided Tour
of a Marine Expeditionary Unit (031025), The U.S. Marines on Iwo
Jima(040115).

Encl (1)

Subj: NOMINATION FOR MERITORIOUS PROMOTION TO THE RANK OF
SERGEANT ICO CORPORAL SMEDLEY D. BUTLER 000 00 0000/3531
USMCR

o. Certified Copies of page 3, 11, 12 and 13 of members SRB (if required). Y / N

p. Certified Copies of BIR/BTR. Y / N

2. Corporal Butler is highly recommended for the Meritorious Sergeant board for the following reasons. Cpl Butler exhibits the personal and professional qualities that are prerequisites for the future leaders of our Corps. Cpl Butler willingly accepts any and all task with vigor and an open mind, generating superb results, which has made him one of the few Marines requested by name to go on Active Duty Special Work (ADSW). Cpl Butler displays the maturity, intellect, and leadership potential that encompasses the traits and principles that are essential to be an effective leader of Marines. He has proven to lead his Marines from the front in a combat environment. Cpl Butler continually maintains the highest personal standards for himself and is respected by his peers and subordinates. His immaculate personal appearance underlines his constant professionalism and dedication. He not only strives for self-improvement, but also unselfishly gives his time and knowledge for the benefit of his fellow Marines. Cpl Butler exhibits a high standard of physical fitness with a current physical fitness test score of 253. Cpl Butler exemplifies what the Marine Corps needs in its Marines; Knowledge, Initiative and the highest degree of professionalism. Highly recommended for Meritorious Sergeant.

3. I certify that all data has been verified by 1stSgt Alameda. Corporal Johnson meets the criteria as outlined in the reference. I can be reached at 1-574-233-8616.

L. R. Bertschy, II
Commanding Officer

Arthur N. Green III
Inspector-Instructor

NOMINATION WORKSHEET

LAST NAME, FIRST, MI: _____

RANK: _____ SSN/MOS: _____

DATE OF RANK: _____ AFADBD: _____

UNIT: _____ DATE JOINED GROUP: _____

LAST PRO: _____ CON: _____ DATE/OCCASION: _____

AWARDS/RECOGNITION: (LOA/Merit Mast/CertComm/Personal Award/etc.)
* Do not include service/unit awards (e.g. SSDR, GCM, MUC, NUC, etc.)

SCHOOLS/EDUCATION (CIVILIAN/MILITARY): _____

RESIDENT PME COURSES (SERGEANTS/CORPORALS/NCO BASIC, etc.) _____

LATEST PFT (SCORE/DATE) PFT: _____
Score / Date

LATEST RIFLE QUAL (SCORE/DATE): _____
Score / Date

LATEST BST/EST RESULTS/DATE: _____
Score / Date

Platoon commander comments:

All data on this form is certified correct.

PRINTED RANK/NAME
(Platoon commander/Platoon Sergeant)

SIGNATURE

MERITORIOUS PROMOTION DATA SHEET

Rank/Name: _____ SSN/MOS: _____

Section: _____ HT: _____ WT: _____ TIS: _____ MOS TIG: _____ MOS

PART I – MISCELLANEOUS INFORMATION

1. Average Pro/Con in Grade: _____ Pro/Con in Service: _____
2. Swim Qualification: _____ Class
3. Commendatory Information (Awards, etc.) _____

PART II

1. Physical Fitness Test
300 = 5 pts Score: _____ Total: _____
285-299 = 4 pts
260-284 = 3 pts
240-259 = 2 pts
225-239 = 1 pt
2. Rifle Marksmanship
250-possible = 5 pts Score: _____ Total: _____
52-65/235/249 = 4 pts
40-51/220-234 = 3 pts
35-39/210-219 = 2 pts
25-34/190-209 = 1 pt
4. MCI Completion
5 or more = 4 pts Score: _____ Total: _____
4 = 3 pts
3 = 2 pts
1-2 = 1 pt

PART II TOTAL: _____

PART III – EVENTS

1. Sword Manual
100 = 5 pts Score: _____ Total: _____
95-99 = 4 pts
90-94 = 3 pts
85-89 = 2 pts
80-84 = 1 pt
2. Uniform Inspection
100 = 5 pts Score: _____ Total: _____
95-99 = 4 pts
90-94 = 3 pts
85-89 = 2 pts
80-84 = 1 pt
3. Knowledge (1 pt (x) each correct answer for that board members questions) Total: _____

4. Bearing (maximum of 6 points) Total: _____

PART III TOTAL: _____

Board Member: _____
Rank/Name

OVERALL TOTAL: _____
Signature

SERVICE "C" UNIFORM

NAME: _____ PLATOON: _____ DATE: _____

Point deductions

Circle one

COVER

5 UNSERVICEABLE / DIRTY
3 IMPROPER FIT
2 IMPROPER PRESS
1 IRISH PENNANTS
1 MARKED

MISCELLANEOUS

3 ID CARD
2 DOG TAGS
1 KNOWLEDGE

5 UNSERVICEABLE / DIRTY
3 IMPROPER FIT
2 IMPROPER PRESS
1 IRISH PENNANTS
1 MARKED

TROUSERS

5 UNSERVICEABLE / DIRTY
3 IMPROPER FIT
2 IMPROPER PRESS
2 UNBUTTONED POCKETS
1 IRISH PENNANTS
1 BROKEN / MISSING / CHIPPED BUTTONS

BELT

5 UNSERVICEABLE / DIRTY
2 LENGTH
1 IRISH PENNANTS
1 MARKED

RIBBONS / BADGES (IF WORN)

5 UNSERVICEABLE / TARNISHED
2 IMPROPER SPACING / PLACEMENT
2 SEQUENCE / ATTACHMENTS

BRASS

2 SCRATCHED / TARNISHED
1 MILITARY ALIGNMENT

SHOES

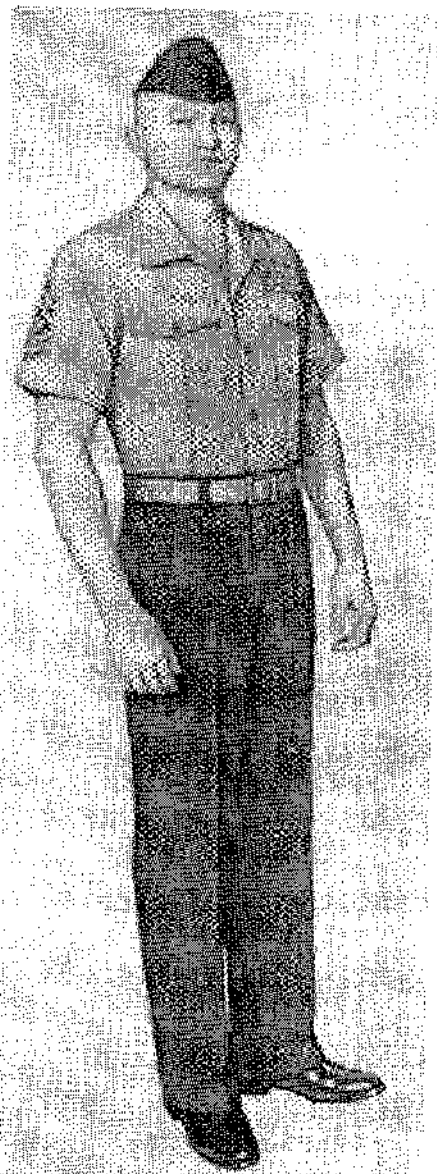
5 UNSERVICEABLE / DIRTY
2 NOT SHINED

HYGIENE

3 HAIRCUT / SHAVE
3 SHAVE
1 DIRTY / LONG NAILS

UNDERSHIRT

5 UNSERVICEABLE



SCORE

0 NOTEWORTHY
1-4 EXCELLENT
5-15 SATISFACTORY

INSPECTOR _____ SCORE _____ GRADE _____

APPENDIX A
UNITED STATES MARINE CORPS
 Marine Corps University
 Corporals Course

CPL 0102
 Sept 98

DRILL CARD NUMBER 1

PERFORMANCE EVALUATION CHECKLIST

NAME: _____ RANK: _____ DATE: _____

SQUAD: _____ CLASS: _____ EVALUATOR: _____

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM UNIT AT NORMAL INTERVAL							
CLOSE AND BEHIND CENTER							
FACEING MOVEMENTS							
PARADE REST							
ALIGN UNIT FROM RIGHT							
RIGHT OBLIQUE IN PLACE							
HALT							
HALF STEP							
COLUMN LEFT							
MARCH TO THE REAR							
HALL OUT							
CONTROL (4 PTS)							
BEARING (4 PTS)							
COMMAND VOICE (4 PTS)							

FINAL SCORE _____

- CODE: A - IMPROPER COMMAND (2 PTS)
 B - COMMAND ON WRONG FOOT (2 PTS)
 C - MISSED MOVEMENT OR IMPROPER SEQUENCE (2 PTS)
 D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 PTS)
 E - CORRECTIONS (2 PTS)

NOTE: The only part of this PE that may be given partial value is for control, bearing, and command voice. All other scores are all or nothing.

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APPENDIX A
UNITED STATES MARINE CORPS
 Marine Corps University
 Corporals Course

CPL 0102
 Sept 98

DRILL CARD NUMBER 2

PERFORMANCE EVALUATION CHECKLIST

NAME: _____ RANK: _____ DATE: _____

SQUAD: _____ CLASS: _____ EVALUATOR: _____

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM UNIT AT NORMAL INTERVAL							
SIDE STEP							
FACEING MOVEMENTS							
TACK INTERVAL TO THE LEFT							
ALIGN UNIT FROM RIGHT							
LEFT OBLIQUE SQUAD HALT							
MARK TIME							
COLUMN RIGHT							
MARCH TO THE REAR							
HALL OUT							
CONTROL (4 PTS)							
BEARING (4 PTS)							
COMMAND VOICE (4 PTS)							

FINAL SCORE _____

- CODE: A - IMPROPER COMMAND (2 PTS)
 B - COMMAND ON WRONG FOOT (2 PTS)
 C - MISSED MOVEMENT OR IMPROPER SEQUENCE (2 PTS)
 D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 PTS)
 E - CORRECTIONS (2 PTS)

NOTE: The only part of this PE that may be given partial value is for control, bearing, and command voice. All other scores are all or nothing.

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APPENDIX A
UNITED STATES MARINE CORPS
 Marine Corps University
 Corporals Course

CPL 0102
 Sept 98

DRILL CARD NUMBER 3

PERFORMANCE EVALUATION CHECKLIST

NAME: _____ RANK: _____ DATE: _____

SQUAD: _____ CLASS: _____ EVALUATOR: _____

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM UNIT AT CLOSE INTERVAL							
BACK STEP							
FACEING MOVEMENTS							
REST							
ALIGN UNIT FROM RIGHT							
FLANKING MOVEMENTS							
HALF STEP							
COLUMN HALF RIGHT (2)							
MARCH TO THE REAR							
DISMISSED							
CONTROL (4 PTS)							
BEARING (4 PTS)							
COMMAND VOICE (4 PTS)							

FINAL SCORE _____

- CODE: A - IMPROPER COMMAND (2 PTS)
 B - COMMAND ON WRONG FOOT (2 PTS)
 C - MISSED MOVEMENT OR IMPROPER SEQUENCE (2 PTS)
 D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 PTS)
 E - CORRECTIONS (2 PTS)

NOTE: The only part of this PE that may be given partial value is for control, bearing, and command voice. All other scores are all or nothing.

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APPENDIX A
UNITED STATES MARINE CORPS
 Marine Corps University
 Corporals Course

CPL 0102
 Sept 98

DRILL CARD NUMBER 4

PERFORMANCE EVALUATION CHECKLIST

NAME: _____ RANK: _____ DATE: _____

SQUAD: _____ CLASS: _____ EVALUATOR: _____

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
FORM UNIT AT CLOSE INTERVAL							
BACK STEP							
FACEING MOVEMENTS							
AT BARE							
ALIGN UNIT FROM RIGHT							
FLANKING MOVEMENTS							
MARK TIME							
COLUMN HALF LEFT (2)							
MARCH TO THE REAR							
HALL OUT							
CONTROL (4 PTS)							
BEARING (4 PTS)							
COMMAND VOICE (4 PTS)							

FINAL SCORE _____

- CODE: A - IMPROPER COMMAND (2 PTS)
 B - COMMAND ON WRONG FOOT (2 PTS)
 C - MISSED MOVEMENT OR IMPROPER SEQUENCE (2 PTS)
 D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 PTS)
 E - CORRECTIONS (2 PTS)

NOTE: The only part of this PE that may be given partial value is for control, bearing, and command voice. All other scores are all or nothing.

0102L-20